

## Appraiser UAD QC Checklist

UAD-01: Real estate taxes and/or special assessments are to be entered in whole dollars only.

UAD-02: If there are no HOA fees or Special Assessments, enter the numeral zero (0).

UAD-03: If there is a HOA or the subject is a condo, answer yes or no for the question, "Is the developer/builder in control of the Homeowners' Association (HOA)?"

UAD-04: If the subject property is currently offered for sale or has been offered for sale in the 12 months prior, report the data source(s) used, offering price(s), Days on Market and date(s). If the answer is 'No,' the data source(s) used must be provided.

UAD-05: For a purchase transaction, in the contract section state what the sale type is.

UAD-06: Provide an outline of the neighborhood boundaries clearly delineated using 'North', 'South', 'East', and 'West'

UAD-07: For sites/parcels that have an area of less than one acre, the size must be reported in square feet -whole numbers only. For sites/parcels that have an area of one acre or greater, the size must be reported in acreage to two decimal places. The unit of measure must be indicated as either 'sf' for square feet or 'ac' for acres. (For subject and comparables)

UAD-08: View rating must be N, B or A along with an abbreviated factor. (Site section and grid)

UAD-09: For utilities, other must be accompanied with a description; if it is not present, enter 'None'.

UAD-10: Indicate whether the street or alley type is 'Public' and/or 'Private'. Enter 'None' in the appropriate description field if there is no street or alley.

UAD-11: # of stories (and # of levels for a condo) can only be numeric; omit descriptors.

UAD-12: If there is commercial space in the condo project, check yes at the bottom of page 1and indicate overall % of commercial space – 2 digits, whole numbers only.

UAD-13: Design style should be an architectural design such as 'Colonial', 'Rambler' ect. Descriptors such as '2 stories' or 'conventional' are not architectural styles.

UAD-14: If year date is unknown, estimate the year it was built with a tilde (~) preceding the year built.

UAD-15: Indicate the basement size in square feet and the percentage of the basement that is finished. If there is no basement, enter the numeral zero (0) in both fields - whole numbers only.

UAD-16: If there is no heating or cooling source, indicate 'Other' and enter 'None'.

UAD-17: For amenities, enter the numeral zero (0) in the appropriate space if there are no fireplaces or woodstoves. Enter 'None' in the appropriate space if there is no patio/deck, pool, fence, porch, or other amenity.

UAD-18: For car storage, enter the number of spaces in whole numbers only for each type. If none, enter the numeral zero (0) for # of cars.

UAD-19: Baths should include the total number of baths above grade. A three-quarter bath is to be counted as a full bath in all cases. Quarter baths (baths that feature only a toilet) are not to be included in the bathroom count. The number of full and half baths must be entered, separated by a period. The full bath count is represented to the left of the period. The half bath count is represented to the right of the period.

UAD-20: Condition must state the rating, then indicate 'Yes' or 'No' if there has been any material work done to the kitchen(s) or bathroom(s) in the prior 15 years. If 'No', the text 'No updates in the prior 15 years' must be provided; if 'Yes', additional information for kitchens and bathrooms must be provided including 'not updated', 'updated' or 'remodeled' and the timeframe.

UAD-21: Condition rating (for the subject and comps) must be in UAD format; select one of the following: C1, C2, C3, C4, C5 or C6.

UAD-22: Addresses for the comparables must include the address, city, state and zip code.

UAD-23: Proximity must be in miles and 2 decimal places, along with the word 'miles' and direction (NW).

UAD-24: The subject sales price must match the contract price in whole dollars.

UAD-25: Data source for comparables must be given with the identifying number; then DOM must appear. If not listed, enter numeral zero (0). If DOM is unknown, enter 'Unk'.

UAD-26: Indicate the sales type for each comparable property with the UAD abbreviation.

UAD-27: Enter the financing type in UAD abbreviation; and total amount of concessions. If none, enter the numeral zero (0). If other, indicate if sales transactions with below-market financing are used for comparable sales.

UAD-28: Enter the status type abbreviation for the settlement date; followed by the contract date in mm/yy format. Use 'Unk' if the contract date is unknown.

UAD-29: Location rating must be N, B or A along with an abbreviated factor.

UAD-30: Actual age for a new construction less than a year old should be (0) do not enter additional information such as 'years'. If actual age is unknown, estimate the age with a preceding tilde (~).

UAD-31: Quality of construction rating (for the subject and comps) must be in UAD format; select one of the following: Q1, Q2, Q3, Q4, Q5 or Q6.

UAD-32: If no basement, enter (0) in the grid, otherwise indicate finished sq ft, do not indicate a % finished. Type of access should be wo, wu or in. Then indicate the type of finished rooms by abbreviation or enter (0) if there are no rooms of a particular type.

UAD-33: Enter any energy efficient items or enter 'None'

UAD-34: Off-street parking spaces are to be entered on the garage/carport line or enter 'None'.

UAD-35: If no adjustment is warranted, enter a zero (0). When the features are the same, leave the field blank.

UAD-36: Active listings must state 'Active' in the date field.

UAD-37: Leave the supervisory appraiser field blank; do not enter N/A or none.

UAD-38: AMC name should be entered in the Lender/Client section of the certification only.

<ul style="list-style-type: none"> <li>▪ C1</li> <li>▪ C2</li> <li>▪ C3</li> <li>▪ C4</li> <li>▪ C5</li> <li>▪ C6</li> </ul>	<b>Level of Work Completed:</b> <ul style="list-style-type: none"> <li>▪ not updated</li> <li>▪ updated</li> <li>▪ remodeled</li> </ul>	<b>Timeframes:</b> <ul style="list-style-type: none"> <li>▪ less than one year ago</li> <li>▪ one to five years ago</li> <li>▪ six to ten years ago</li> <li>▪ eleven to fifteen years ago</li> <li>▪ timeframe unknown</li> </ul>	<ul style="list-style-type: none"> <li>▪ Q1</li> <li>▪ Q2</li> <li>▪ Q3</li> <li>▪ Q4</li> <li>▪ Q5</li> <li>▪ Q6</li> </ul>
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<b>Location</b>		<b>View</b>	
<b>ABBREVIATED ENTRY</b>	<b>OVERALL LOCATION RATING</b>	<b>ABBREVIATED ENTRY</b>	<b>OVERALL VIEW RATING</b>
N	Neutral	N	Neutral
B	Beneficial	B	Beneficial
A	Adverse	A	Adverse
<b>ABBREVIATED ENTRY</b>	<b>LOCATION FACTOR</b>	<b>ABBREVIATED ENTRY</b>	<b>VIEW FACTOR</b>
Res	Residential	Wtr	Water View
Ind	Industrial	Pstrl	Pastoral View
Comm	Commercial	Woods	Woods View
BsyRd	Busy Road	Prk	Park View
WtrFr	Water Front	Glfcw	Golf Course View
Glfcse	Golf Course	CtySky	City View Skyline View
AdjPrk	Adjacent to Park	Mtn	Mountain View
AdjPwr	Adjacent to Power Lines	Res	Residential View
Lndfl	Landfill	CtyStr	City Street View
PubTrm	Public Transportation	Ind	Industrial View
<i>See Instruction Below</i>	Other – Appraiser to enter a description of the location*	PwrLn	Power Lines
		LtdSght	Limited Sight
		<i>See Instruction Below</i>	Other – Appraiser to enter a description of the view*

<b>ABBREVIATED ENTRY</b>	<b>SALE TYPE</b>	<b>ABBREVIATED ENTRY</b>	<b>FINANCING TYPE</b>
REO	REO sale	FHA	FHA
Short	Short sale	VA	VA
CrtOrd	Court ordered sale	Conv	Conventional
Estate	Estate sale	Seller	Seller
Relo	Relocation sale	Cash	Cash
NonArm	Non-arms length sale	RH	USDA – Rural housing
ArmLth	Arms length sale	<i>See Instruction Below</i>	Other – Appraiser to enter a description of the financing type*
Listing	Listing		

<b>Basement &amp; Finished Rooms Below Grade</b>	
<b>Abbreviated Entry</b>	<b>Date Status Type</b>
c	Contract Date
s	Settlement Date
w	Withdrawn Date
e	Expiration Date
<b>ABBREVIATED ENTRY</b>	<b>ROOM TYPE</b>
rr	Recreation Room
br	Bedroom
ba	Bathroom
o	Other

Contract Section
<b>SALE TYPE</b>
REO sale
Short sale
Court ordered sale
Estate sale
Relocation sale
Non-arms length sale
Arms length sale